



## DEPARTMENT OF MILITARY AFFAIRS

# RECRUITMENT AND SELECTION GUIDE

This guide is designed to provide assistance to DMA Managers and Supervisors when conducting the Recruitment and Selection Process.

Following is a summary of forms and guidelines to use to recruit for a vacant position.

1. **APPROVAL** - Obtain approval to fill the vacant position from the division administrator and the Department director. Complete Form # 1 (Request to Fill a Position).
2. **POSITION DESCRIPTION** - Prior to advertising the position, an up-to-date and accurate position description must be filed with the Personnel Officer. Positions may not be advertised unless they have been classified under the benchmark factoring methodology.

DOES THE POSITION DESCRIPTION ACCURATELY DEPICT THE DUTIES OF THE POSITION?

YES – PROCEED WITH THE RECRUITMENT AND SELECTION PROCESS. SEE FORM #2.  
NO – CALL PERSONNEL OFFICER – # 324-3334.

3. **ADVERTISING** – Select an option for advertising by completing Form #2. The options for advertising positions are:

**INTERNAL RECRUITMENT** - Position is advertised to DMA employees only. Vacancy announcements are distributed with paychecks or via ZIP! Mail, depending on time frame. If internal recruitment option is selected, you may require applicants to complete the State of Montana application form or to submit a letter of interest and resume. Supplemental questions are always optional.

**EXTERNAL RECRUITMENT** - Position announcements are sent to the RIF registry by Personnel Officer prior to distribution to the general public. If no qualified applicants are available on the RIF registry, the vacancy announcement is distributed to DNRC employees, Montana Job Service offices, the **INTERNET**, Montana universities and colleges, various women's and minority groups and job placement agencies, and other state agencies. Advertisement in newspapers is recommended to solicit a large pool of applicants.

**CONTINUOUS RECRUITMENT** - For seasonal or other short-term positions, it may be beneficial to maintain a continuous pool of applicants. Call Personnel Officer for more information.

4. **INTERVIEW SELECTION** - Form #3
5. **INTERVIEW AND SELECTION PROCESS** - Form #4
6. **HIRING** - Complete Form #5 and return to Personnel Officer along with all recruitment information.

